

Project Coordinator – Public Transport

Horopaki | Context

Kaunihera Taiao ki Waitaha | Canterbury Regional Council, also known as Environment Canterbury, is the Regional Council for the largest region in Aotearoa/New Zealand, covering an area of 44,500 square kilometres, with a population of approximately 700,000.

As a regional council, we are responsible for managing natural resources including air, soil, water and land. We work in partnership with mana whenua Ngāi Tahu to protect the health of our environment to ensure a sustainable and prosperous future for our region.

The region's evolving environmental and political context means we will continue to be agile and adaptive, as we respond to regulatory and environmental changes.

Our mahi (work) is organised around the delivery of our three core services:

- Environmental Regulation and Protection
- Community Preparedness and Response to Hazards
- Public Transport

We are guided by our strategic drivers (pou):

- Putting the community and our customers at the heart of everything we do
- Growing our relationship with mana whenua into a true partnership
- Maturing our governance model and understanding of our political environment
- Removing pain for our people (and customers) by improving our systems and processes.

Our mahi is also underpinned by our values:

- Kaitiakitanga (stewardship)
- Pononga (integrity)
- Manaakitanga (people first)
- Whanaungatanga (collaboration)
- Māiatanga (can do).

Aronga | Purpose

The purpose of this role to support Environment Canterbury customers, staff, partners and suppliers by leading the delivery of project coordination to ensure implementation of best practice project management. This includes having the ability to work autonomously, engaging the business, and managing project progress using the organisation's preferred methodologies. The results will be the successful delivery of projects that provide operational efficiencies, effectiveness and staff engagement within scheduled timeframes and budgets.

Ngā Haepapa | Accountabilities

- Lead, coordinate, enable and progress project management deliverables across the organisation, including risk identification and management, issue resolution, scheduling, resourcing, financial reporting, and working with a variety of teams within the organisation's project management framework to facilitate ensuring objectives are delivered with optimal use of resources and funds.
- Coordinate the effective implementation of projects from commencement to completion, actively promoting and fostering teamworking and collaboration to deliver goals and commitment to timelines and deliverables including the application of robust and effective project management methodologies.
- Responsible for analysing, interpreting, evaluating and monitoring complex data and information across a range of projects, to create and present these succinctly enabling business owners to make informed and strategic decisions, and provide efficient reporting to project teams, steering groups, portfolio leadership groups, executive leadership team and external stakeholders.
- Establish and maintain effective partnerships within project teams, working across the organisation and externally to ensure an integrated project management approach to output delivery which ensures buy-in to project benefits and ways of working so that when implemented we maintain the gains from projects in line with the organisation's values and expectations.
- Proactively lift Project Management capability and capacity within the organisation by identifying and supporting the educational needs of internal staff and external partners on our project management tools, processes and systems which can be utilised or leveraged to maximise efficiency and effectiveness for achieving their operational and strategic outcomes.
- Capture staff feedback on our project management system regularly, assess feedback and propose improvements to ensure it is fit for purpose; proactively communicate the insights and learnings through stakeholder engagement to inform organisational priorities and direction.

Toitū Te Tiriti | Treaty Partner Excellence

- Deliver outcomes that underpin and give effect to achieving Ngāi Tahu cultural and environmental aspirations, including but not limited to, mahinga kai and revitalisation programmes.
- Connect with our Ngāi Tahu partner to ensure understanding of Ngāi Tahu aspirations and priorities so that there is genuine input and contribution, which can be considered in mahi programme development and prioritisation.
- Demonstrate openness and courageousness in approaching issues and in co-design of processes and systems, supporting thought leadership that can give effect to the progression of the partnership.

- Contribute toward our effective, strong and valued relationship with all Papatipu Rūnanga within Waitaha/Canterbury and Te Rūnanga o Ngāi Tahu, to demonstrate our commitment to recognise and provide for the kaitiaki/responsibility Ngāi Tahu has for the natural environment. This will include sharing of knowledge and information, creating opportunities for increased participation in decision-making processes, effective engagement and development of existing working relationships.
- Support the organisation's cultural capability journey, leading by example and identifying clear priorities, expectations, and development opportunities for individual capability; planning and aligning work to support organisational cultural capability across all aspects of delivery.

Hauora me te Marutau | Health and Safety

The health, safety and wellbeing of our kaimahi and community is a priority for the Council, and we proactively implement robust health and safety practices. To meet our legal obligations you must:

- Understand the health and safety and risk obligations that rest with this position, and care for your own health, safety and wellbeing and that of others you may interact with.
- Ensure awareness of, and compliance with, legislative and operational standards, policies and guidelines, including the Council's code of conduct.
- Maintain an enquiring mind, undertake your own due diligence, and apply your knowledge of best practice to ensure a detailed understanding of any risks associated with this position.
- Ensure that relevant certifications are maintained, if applicable.

Hononga ā-Mahi | Working Relationships

Kai rō Kaunihera | Within the organisation

- Accountable to the Public Transport Programmes Manager to support the delivery of projects and practices that directly align to support and enable the delivery of the section and wider business' strategic and operational outcomes utilising the organisation's project management best practice.
- Frequent engagement across the organisation at multiple levels to develop close working relationships and deliver projects in an integrated, strategic, efficient and coherent way.
- Regular liaison with section managers, technical staff, Portfolio Leadership Groups, Governance Groups and other staff leading and monitoring projects to ensure operational and strategic delivery goals are met.
- Regular liaison with Project Managers and other members of the Public Transport Programmes Manager Team to support and ensure the successful delivery of projects.
- Lead, coordinate or participate in project review teams, providing advanced technical advice as required.

- Regularly collaborate within the Section to enhance systems, processes, tools and capability.
- Regularly collaborate with the wider organisation to maximise the utilisation of Environment Canterbury systems, tools and processes, gain feedback, adapt, develop and maintain these tools or escalate to the appropriate person for consideration/action

Kai waho i te Kaunihera | Outside the organisation

- Contribute toward our effective, strong and valued relationship with all Papatipu Rūnanga within Waitaha /Canterbury and Te Rūnanga o Ngāi Tahu.
- Demonstrate Council's commitment to recognise and provide for the kaitiaki responsibility Ngāi Tahu has for the natural environment. This will include sharing of knowledge and information, creating opportunities for increased participation in decision making processes, effective engagement and development of existing working relationships.
- Contribute to our partnerships with local authorities by providing support to them where required. This would typically be support for a shared service where Environment Canterbury has expertise that a local authority does not.
- Regular engagement with external contractors and consultants to develop and maintain strong relationships, liaise with external parties and internal project teams to ensure the delivery of timely outcomes.
- Regular engagement with external stakeholders involved in projects to develop and maintain strong relationships which ensure sound and regular communications are in place and different communication channels are catered for.
- Maintain contacts with appropriate Project Management affiliations and organisations as required.

Ngā Herenga Motuhake | Special Conditions

As a regional council, we have a specific requirement to provide a civil defence function for Waitaha. Kaimahi are required to be available to assist, support or be associated, as reasonably required, with any Civil Defence emergency or any exercise organised in relation to this function.

Additionally, all kaimahi are expected to assist, support and respond, as reasonably required, to any event where the Business Continuity Plan is activated.

Māngai Whakahaere | Delegations and Authorities

Where specified, this role has delegated authority to make decisions in accordance with Council-approved delegations, and authority for decision making in accordance with policies and guidelines for financial, people management and media-related activities.

Additional specific delegations may be given by the Chief Executive to the Chief People Officer on people and safety matters from time to time.

Ngā Āheitanga | Capabilities

Tohu Mātauranga | Qualifications

- A relevant qualification to graduate level desirable.
- A full NZ drivers' licence is required.

Mātau ā-wheako | Experience

- Three years' experience in a similar project management role.
- Demonstrably high standard of strong communication skills: written, verbal and non-verbal with the ability to engage and create understanding across a diverse range of people.
- Highly efficient with a proven ability to plan and organise work to meet timeframes.
- The ability to develop and maintain strong relationships, engage in a professional and respectful manner, influence, problem solve, and remove obstacles, coupled with a high level of business acumen and political awareness.
- Demonstrated ability to work with senior managers and other key stakeholders in a professional and respectful manner.
- Demonstrated ability to think innovatively and identify alternative options.
- An understanding of what is required to lead and/or manage systems and medium to large scale projects or smaller projects of considerable complexity and impact.
- An understanding of what is required to manage relationships in a complex, medium sized organisation.
- An understanding of what is required to operate in a regulatory environment would be advantageous.
- The ability to generate and interpret complex data to provide meaningful reporting.

Ngā Pūkenga Matatau | Core Competencies

Specific behaviours at the Team Member level sit beneath each of the following organisational competencies.

Customer Focus	Ensuring that the customer perspective is a driving force behind decisions and activities. Initiating and maintaining relationships inside and outside the organisation.
Business Acumen	Using an understanding of the organisation's position to contribute to effective strategies and tactics by using economic, financial and industry information. Thinking from the ratepayers' perspective.
Achieving Outcomes	Translating strategic priorities into operational reality; aligning communication, accountabilities, resources, internal processes and ongoing measurement systems to ensure that strategic priorities yield measurable and sustainable results.

Leading Change	Identifying and driving organisational and cultural changes needed to adapt strategically to changing demands, technology, and internal initiatives; using new approaches to improve results by transforming organisational culture, systems, or services.
Common Purpose	Working towards a compelling view of the future by engaging with the organisation's vision; understanding and aligning to the common purpose.
Building Capability	Attracting, developing, engaging, and retaining talented individuals allowing the organisation to meet current and future organisational challenges. Sharing authority, responsibilities and decision making to enable individuals to stretch their capabilities and accomplish strategic priorities.

The above statements are intended to describe the general nature and level of work being performed; they are not an exhaustive list of all responsibilities, duties and skills required of the position and incumbent. From time to time the incumbent will be required to accept and carry out other duties.

Band / Grade [...]	Position Code [...]	Last Updated [...]
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I agree to undertake the responsibilities detailed in this job description:

Ingoa | Name:

Waitohu | Signature:

Rā | Date Signed: